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CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER NO.POLICY ON CLEARANCE OF PERSONNEL FOR DUTIES WITH CENTRAL INTELLIGENCE GROUP

1. The President's letter of 22 January 1946, referring to functions of the National Intelligence Authority and the Director of Central Intelligence, stated: "In the conduct of their activities, the National Intelligence Authority and the Director of Central Intelligence shall be responsible for fully protecting intelligence sources and methods."

2. In the discharge of this responsibility, it is imperative that personnel assigned to or attached for duty with the Central Intelligence Group be individuals:

a. of excellent character who are native-born citizens of the United States and who have no member of the immediate family or next of kin thereof subject to a foreign power;

b. whose loyalty, integrity, discretion and trustworthiness are unquestioned;

c. whose financial status and habits are such as to render unlikely their succumbing to any temptation arising from these sources.

3. To assure that personnel assigned to or attached for duty with the Central Intelligence Group meet the standards prescribed in the foregoing paragraph, the following policies will apply to the investigations and clearance of such individuals by the Director of Central Intelligence:

a. Investigation will be conducted to the extent necessary to enable the proper determination of an individual's eligibility in accordance with provisions of Paragraph 2 except for those individuals covered by provisions of Paragraph 4 below. The minimum investigation will consist of:

- (1) A check of appropriate records of each of the following:
 - (a) Department of State.
 - (b) Office of the Director of Intelligence, War Department.
 - (c) Office of Naval Intelligence, Navy Department.
 - (d) Federal Bureau of Investigation (to include finger-print files).
 - (e) Police Department in each city of employment and residence in the United States for past fifteen (15) years.
 - (f) Credit agencies.
- (2) Verification of the individual's Personal History Statement regarding:
 - (a) Birth.
 - (b) Citizenship.
 - (c) Education.
 - (d) Employment for past fifteen (15) years.
- (3) Character investigation by interviews with personal references given by the individual and with a minimum of three other persons who have knowledge of his activities over a period of time sufficient to enable a determination as to his character and integrity.

b. Reports of investigations will be reviewed in each case by the Security Officer of the Central Intelligence Group who will verify that member Departments and the Federal Bureau of Investigation have cleared the prospective employee. Final decision as to the acceptability of the individual for assignment of the Central Intelligence Group will rest with the Director of Central Intelligence.

4. Where there has been a previous satisfactory character and loyalty investigation by the War or Navy Department, Department of State, or other Government agency, or where there are other available records indicating a minimum of ten (10) years honorable Government service with no subsequent information creating a suspicion of disloyalty or question as to integrity, the information derived therefrom may, at the option of the Director of Central Intelligence, constitute the basis for clearance of an individual for assignment to or attachment for duty with the Central Intelligence Group. However, in each case of clearance based on a previous satisfactory character and loyalty investigation or on the basis of a minimum of ten (10) years honorable Government service, a check of appropriate records by the Department of State; Office of the Director of Intelligence, War Department; Office of Naval Intelligence, Navy Department and the Federal Bureau of Investigation will be made.

5. In the event that a member Department is requested by the Director of Central Intelligence to nominate an individual of the member Department for duty with the Central Intelligence Group, such a nomination, when transmitted to the Director of Central Intelligence, will be accompanied by a written statement to the effect that the nominating Department, based upon its own knowledge of the individual recommended, certifies to his loyalty and fitness for such duty.

6. Only upon specific approval of the Director of Central Intelligence in each case will an individual be permitted to enter on duty with the Central Intelligence Group prior to the completion of the full security clearance prescribed herein.

7. All personnel assigned to or attached for duty with the Central Intelligence Group will be required to execute a declaration of secrecy which will be administered by the Director of Central Intelligence or his authorized representative.

8. Upon termination of duties with the Central Intelligence Group all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to

Central Intelligence Group activities as well as the provisions of the applicable laws and statutes.

9. Any exceptions to the foregoing provisions shall require the approval of the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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